

USAID VACANCY ANNOUNCEMENT # VN12-004

TO: All Mission Employees

FROM: Susan Cheung, Regional Executive Officer

SUBJECT: Vacancy Announcement - Acquisition & Assistance Clerk

DATE: August 17, 2012

The United States Agency for International Development (USAID) in Lima, Peru is seeking applications for the following position:

Position Title:	Acquisition & Assistance Clerk
Pos. No. and Grade:	FSN 6, C-280
Division/Office:	Regional Office of Acquisition and Assistance

BASIC FUNCTION OF POSITION

As a regional support office, ROAA provides support to USAID/Peru, USAID/Ecuador, USAID/Paraguay, USAID/Brazil and USAID/Bolivia. ROAA manages more than 350 awards comprised of various acquisition and assistance instruments across the five missions amounting to over \$300 Million.

MAJOR DUTIES AND RESPONSIBILITIES

- 1) The A&A Clerk will provide support to 5 USDH and one Secretary in Lima as well as four Acquisition Specialists in Ecuador, two Acquisition Specialists in Paraguay, two in Brazil, and three in Bolivia. This support will include but will not be limited to answering the office telephone, transferring calls, taking messages, making appointments, reserving meeting rooms and teleconferencing equipment, preparing travel and accommodations reservations both in Peru and overseas, preparing envelopes and sorting and delivering mail. The incumbent will also keep up to date the ROAA internal website.
- 2) The A&A Clerk will be responsible for all the administrative issues for the four USAID client missions of Ecuador, Brazil, Bolivia, and Paraguay. This includes receipt, distribution, and tracking of all actions and action-related documents such as modifications, proposals, correspondence, determinations and policy guidance, as necessary and as directed by the Contracting Officer(s). Duties also include maintaining contact and distribution lists for implementing partners and A&A specialists in the four client missions. The A&A Clerk will also be in charge of maintaining a Work Load Tracker for the four USAID client missions.
- 3) The A&A Clerk will organize and maintain the official electronic and hard copy filing system for the four said client Missions and support a safeguarded system of all documents containing SBU information. This will include but not be limited to photocopying, scanning, creating labels, and entering information into and maintaining databases and records.

- 4) The A&A Clerk will be responsible for other duties as assigned and must be able to fulfill his/her responsibilities in a timely and efficient manner to allow the entire regional platform to achieve its goals. This will include but not be limited to assuming the regular duties of the A&A Secretary while he/she is out of the office.

DESIRED QUALIFICATIONS

Education:

Completion of secondary school and secretarial studies are required.

Prior Work Experience:

1-3 years of clerical experience is required, preferably with U.S. Government experience.

Post Entry Training:

None

Language Proficiency:

Good Working Knowledge (Level III) of English and Fluency (Level IV) in Spanish.

Knowledge:

Good office administration practices concerning preparation of correspondence, electronic and hard copy filing systems and maintenance of same; understanding of U.S. Government policies and protocols.

Abilities and Skills:

The A&A Clerk is required to be a proficient typist and must be familiar with the Microsoft Office Suite and Google Mail and applications. Superior communication and organizational skills are also required, along with a demonstrated ability to handle multiple tasks simultaneously.

USAID/Peru, an equal opportunity employer, does not discriminate on the basis of race, color, religion, nationality, sex, age, physical or mental disability.

Candidates will not normally be considered for higher-level positions during their probationary period.

To apply for this position, interested candidates should submit the following or the application will not be considered:

1. For applicants within the Mission: Please submit a Memorandum of Application and a resumé.
2. For applicants outside the Mission: Please submit a current resumé/curriculum vitae as well as a letter of application.

All completed applications must be returned to USAID/Peru Human Resources Office or via fax to 618-1350 by 4:00 p.m. Tuesday, September 4, 2012. Applications received after the closing date will not be accepted.